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# MAE News: Newsletter from the Office of Monitoring, Audit and Enforcement, Fall 2009

Maine Workers' Compensation Board

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# ***MAE News***

## **Newsletter from the Office of Monitoring, Audit and Enforcement Maine Workers' Compensation Board**

**Fall 2009**

**Volume 5, Number 3**



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### ***Winter Training Sessions***

The Board's open training sessions will take place on **January 28 and 29, 2010** in the Elkins Training Room on the campus of the former Augusta Mental Health Institute (AMHI). The Elkins Training Room can be found in Room 110 of the Williams Pavilion, which is a building connected to the Eastside Wellness Center ("the gym") on the AMHI campus across from Riverview Psychiatric Center.

The January 28th session will present the Basic Compliance program that includes an overview of EDI as well as basic forms and payment compliance training. The January 29th session will present the Advanced Compliance program that includes AWW and partial benefit calculation training.

To sign up for one or more of these sessions, contact Anne Poulin at (207) 287-7067 or send her an e-mail at [Anne.Poulin@Maine.Gov](mailto:Anne.Poulin@Maine.Gov). Also, if your company is in need of personalized training on form filing or other compliance issues, please contact Anne. We can design our training to suit your needs.

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### ***MAE Hires New Manager***

Steve Mortimer was recently hired as a new manager in the Board's Office of Monitoring, Audit and Enforcement. Mr. Mortimer describes himself as a "leader/manager passionate about delivering outstanding service and 'wowing' the customer". Steve is responsible for the examination and evaluation of workers' compensation data, overseeing the quarterly reconciliation process and the production of quarterly and annual compliance reports. Join all of us at the Board in welcoming Steve! His contact information can be found to the left.

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### ***Reconciliation Processing Guide***

A newly updated Reconciliation Processing Guide is now available on our website at: <http://maine.gov/wcb/departments/mae/mae/otherdocs.htm>. This guide is a tool for claim administrators to understand each section of the quarterly report, to identify inaccurate data that appears on the report and provide missing or required data for compliance measurements.

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### ***Looking to Increase Your MOP Filing Compliance? Keep an Eye Out for Days Mail Did Not Move!***

Mail did not move on the following dates: August 7, September 4, September 7, October 9 and October 12, 2009 due to holidays and mandated State shutdowns.

If you had a MOP that appears late on your quarterly report due to the mail not moving, you can ask your contact within the Monitoring Division to reconsider your measurement. Not sure of your contact? If not, contact Anne Poulin at (207) 287-7067 or send her an e-mail at [Anne.Poulin@Maine.Gov](mailto:Anne.Poulin@Maine.Gov).



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## ***Abuse Investigation Unit Death of an Employee***

If an injury results in the death of an employee, “the employer *shall* cause to be paid to the dependents of the employee . . . a weekly payment” based on the employee’s compensation rate. 39-A M.R.S. § 215 (emphasis added). In the alternative, if there are no dependents, “the employer *shall* pay to the Treasurer of State a sum equal to 100 times the average weekly wage in the State . . .” 39-A M.R.S. § 355 (14)(F) (emphasis added).

Based on these sections, an employee’s death *is* synonymous with a claim for benefits, payable to either the employee’s dependents or the Treasurer, State of Maine (to be deposited in the Employment Rehabilitation Fund). These sections also make clear the amount that has to be paid to either the dependents or the Treasurer.

For these reasons, either a MOP or NOC is required pursuant to Rule 1.1 in the case of an employee’s death. For more information, please contact Dick Coty at 287-7082 or [Dick.Coty@Maine.Gov](mailto:Dick.Coty@Maine.Gov).

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## ***Claims Management Unit Form Filing Reminders***

- The First Report of Occupational Injury or Disease and Notice of Controversy (NOC) must be submitted via Electronic Data Interchange (EDI). Note: See Board Forms Manual for exceptions regarding two injuries on the same day at the same employer and changes/updates to NOCs.
- All forms other than those submitted via EDI may be submitted by mail, fax or email. Please utilize only one of these methods for submitting forms. Multiple copies of forms increase the amount of time it takes for forms to be entered into the Board’s database.
- If you choose to mail forms, they must be mailed to the Workers’ Compensation Board at 27 SHS, Augusta, ME 04333-0027.
- Please include the employee’s Workers’ Compensation Board Number (8 digits) on all Board forms. This will speed up the time it takes for forms to be entered.
- The 21-Day Certificate of Reduction or Discontinuance of Compensation (WCB-8) must be mailed via certified mail to the claimant and the Workers’ Compensation Board (see address above).
- When using certified mail, please do not include paperwork for more than one claim in each certified mail envelope.
- Please do not change the “Date Mailed” on amended Board forms (it might be mistaken as an original filing). Please ensure that the form is clearly marked as an amendment and circle or highlight the information to be changed.

If you have questions regarding these or other non-EDI form filing procedures, please contact Sherill Creamer at 287-2002 or [Sherill.Creamer@Maine.Gov](mailto:Sherill.Creamer@Maine.Gov).

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## ***Computer Services Employee Last Name***

Please do not include the employee last name suffix as part of the employee last name when submitting forms via EDI. Detailed instructions regarding these fields can be found in the Board’s Forms Manual. For questions regarding this or other EDI form filing procedures, please contact Venessa Williams, at 287-7197 or [Venessa.Williams@Maine.Gov](mailto:Venessa.Williams@Maine.Gov).